

High-Rise/High-Risk HR-3 Fire Drills – Training - Access



BIR #

I acknowledge that a highrise building visit was performed at the property located at the following address:

1. Drills

Y N NA Item

405.2 Drills Conducted: Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 of this rule or more frequently where necessary to familiarize all occupants with the drill procedure. *See Page 2*

They have conducted _____ number of drills in the last 12 months. Required number of drills_____.

2. Employee Training

Y N NA Item

406.3 Employee/tenant training program. Employees shall be trained in fire prevention, evacuation and fire safety in accordance with paragraphs (406.3.1) to (406.3.4) of this rule.

406.3.1 Fire prevention training. Employees/tenants shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

406.3.2 Evacuation training. Employees/tenants shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation.

406.3.3 Fire safety training. Employees/tenants assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

406.3.4 Emergency lockdown training. Where a facility has a lockdown plan, employees/tenants shall be trained on their assigned duties and procedures in the event of an emergency lockdown

3. Rapid Key Entry

Y N NA Item

506.1 Where required. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037 as listed in rule [1301:7-7-80](#) of the Administrative Code, and shall contain keys to gain necessary access as required by the fire code official.

Gates: An approved lock shall be installed on gates or similar barriers where required by the fire code official.

Elevator keys. Key boxes for fire service elevator keys. Key boxes provided for fire service elevator keys shall comply with CFD Guidelines.

I have provided a copy of the CFD Rapid Key Entry Guidelines to the Fire and Life Safety Director?

I have provided a copy of the Knox Product information to the Fire and Life Safety Director?



If the answer is "No" to any questions above this is a code violation that needs corrected as soon as possible.

If the answer is "Yes" please review the records for each of the items indicated.

If the answer is "NA" that is an indication that the building / property does not have that type of need and is not required by the Ohio Fire Code.

Responsible Party Signature

Responsible Party Printed Name

Date

High Rise Officer Signature

High Rise Officer Printed Name

Date

TABLE 405.2 FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B ^b	Annually	All occupants
Group B ^{b,c} (Ambulatory care facilities)	Annually	Employees
Group B ^b (Clinic, outpatient)	Annually	Employees
Group E	Monthly ^a	All occupants
Group F	Annually	Employees
Group I-1	Semiannually on each shift ^a	All occupants
Group I-2	Quarterly on each shift ^a	Employees
Group I-3	Quarterly on each shift ^a	Employees
Group I-4	Monthly on each shift ^a	All occupants
Group R-1	Quarterly on each shift	Employees
Group R-2 ^d	Four annually	All occupants
Group R-4	Semiannually on each shift ^a	All occupants

- a. In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency.
- b. Emergency evacuation drills are required in Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- c. Emergency evacuation drills are required in ambulatory care facilities in accordance with *paragraph (C)(3)(403.3) of this rule.*
- d. Emergency evacuation drills in Group R-2 college and university buildings shall be in accordance with *paragraph (C)(10)(b)(i)(403.10.2.1) of this rule.* Other Group R-2 occupancies shall be in accordance with *paragraph (C)(10)(b)(ii)(403.10.2.2) of this rule.*



Fire Inspection Acknowledgement

BIR#

I acknowledge that a fire inspection was performed at the property, building, vehicle, or structure located at

I am aware that the results of the fire inspection are as follows:

No Apparent Fire or Life Safety Hazards were noted - This **Form** serves as your **Record of Inspection**.

Fire Code Violation(s) were noted and a complete **Fire Inspection Report** will be prepared and sent in the next seven business days.

Fire Code Violation(s) were noted and a **Serious Hazard Order** was completed and posted. A Citation will be issued by the Columbus Fire Prevention Bureau.

Fire Code Violation(s) were noted and a **Citation** will be issued by the Columbus Fire Prevention Bureau. A **Fire Code Violation Re-Inspection** was completed and all item(s) **were corrected**. A **Final Report** will be prepared and sent in the next seven business days.

Fire Code Violation(s) Re-Inspection was completed and all item(s) were **NOT CORRECTED**. A Re-Inspection **Notice or Citation**, depending on the seriousness of the violations, will be issued and sent in the next seven business days.

Mail Inspection Results To

First Name		Last Name		Phone Number		Email	
Street Number	Prefix	Street Name			Type	Suffix	Apt/Room/Suite
City			State	Zip	Occupancy Name		

Date	Start Time	End Time	District	FDID	REINSPECTION DATE

 Occupant Signature

 Occupant Printed Name

 Date

 Fire Inspector Signature

 Fire Inspector Printed Name

Please contact 614-645-7641 for questions concerning your inspection. Please have the "BIR #" at the top of this form available.